MBA I Semester

End Semester Examination Jan 2026

F010701T Principles of Management & Communication

Time 3:0 Hours **Max Marks: 75**

Section A (Attempt All questions) **True/False Statements (1*5=5)**

1. Co-operation is not a function of management (T/F)
2. Policy formulation is the function of middle level management (T/F)
3. The principle, 'Division of work ' is to divide the work into small tasks. (T/F)
4. Principles of Management help to increase optimum utilization of resources. (T/F)
5. 'One best way' to perform a task is defined by Method study, one of the technique of Scientific Management (T/F)

Section A (Attempt All questions) **MCQs (1*5=5)**

6. Which of the following is not the functional area of Management?

A. Production Mgmt B. Marketing Mgmt C. Personnel Mgmt D. Information Mgmt

7. _____ is the decision making body of an Organization?

A. Decentralization B. Administration C. Functional Organization D. Leadership

8. Which among the following is not a nature of Management principles?

A. Rigid B. Universal C. Relative D. Human nature

9. Grapevine communication is associated with _____communication.

A. Formal B. Informal C. Horizontal D. Vertical.

10. Communication problems otherwise known as:

A. Enquire. B. Barriers. C. Encoding. D. Decoding..

Section A (Attempt All questions) **Fill in the Blanks (1*5=5)**

11. Gestural communication is a .....
12. Communication starts with .....
13. Communication between HR manager and Finance manager is an example of ……..
14. ……. is the process of exchanging messages between a seller and a customer.
15. Communication barriers are……...

Section B- Any Five Short Answered Questions (7*4=28)

Note: Answer any five with a word limit of approximately 200 each.

1. Briefly define 14 Principles of Management given by Henry Fayol. .
2. Explain process of Communication with suitable examples..
3. What are different Controlling Techniques in Management?
4. Develop your resume considering some hypothetical job experience/s.
5. Explain different types of Barriers to Communication.
6. What do you understand by Communication Conflicts? Explain.

Section C- Any Two Short Answered Questions (16*2=32)

Note: Answer any two with a word limit of approximately 500.

1. Explain different business etiquettes with their relevance in business world.
2. Explain process of Management in detail with suitable examples.
3. Develop a Reply Business Letter by assuming a complaint from a customer for any product of your choice.